



*VIRGINIA DEPARTMENT OF
ALCOHOL/C BEVERAGE CONTROL*

**Instructions for Completion
of the
Mixed Beverage Annual Review
&
Inventory Report**

Do not forget to complete the following!

**Inventory
Virginia Sales Tax Number
Telephone Number
Total Seating at Tables & Counters
Signature and Date**

Important Information

Mixed Beverage Annual Review(MBAR) Requirements

The Virginia Department of Alcoholic Beverage Control (VaABC) is required by section 4.1-114 of the Code of Virginia to review annually the operations of each establishment holding a Mixed Beverage Restaurant License or a Caterer's License.

MBAR package

The MBAR Package contains Form MBAR, an instructions booklet containing Form INVR necessary to report your current inventory.

Due Dates and Penalties

These forms are to be completed, signed by the licensee and returned to the ABC office in Richmond by the due date shown on the Form MBAR. **Failure to complete and return all required forms by the due date could result in the suspension or revocation of your Alcoholic Beverage License.**

Avoid Mistakes

Check all math and read the instructions carefully. Math errors are the most common mistakes made by licensees when completing these reports, followed by omitting the inventory, Virginia sales and use tax number, telephone number and total seating capacity at tables and counters.

The information on Form MBAR should be checked for accuracy. If the label contains incorrect information, space is provided for corrections on the reverse side.

If assistance is necessary to complete these reports, contact your assigned VaABC Regional Office. The telephone number is located on Form MBAR.

A self-addressed envelope is provided for the submission of the report. If the envelope is missing, mail the completed reports to:

MBAR
Virginia Department of Alcoholic Beverage Control
P.O. Box 27491
Richmond, Virginia 23261-7491

Certification by Signature is required.

The certification must be completed and signed by an individual authorized to represent the business. Such as an owner, officer, director, or general partner. The Form MBAR submitted to VaABC must include **an original signature**. Forms may be duplicated if additional copies are needed.

Instructions for completing the Mixed Beverage Annual Review (Form MBAR)

Please type or print. Use black ink only.

**Virginia sales and
use tax number:**

The 10 digit number provided by the Virginia Department of Taxation to the licensee's business for the purpose of reporting state sales tax.

Telephone number:

Restaurant (business location) telephone number.

**Total seating
capacity :**

Includes seating in all dining rooms, lounges, terraces and designated rooms (include bar stools).

Reporting Sales

Report sales in **dollars** - no cents, **net of state and local taxes** and **no negative** sales.

Column 1:

Month and Year for sales are pre-printed.

Column 2:

Food and Non-alcoholic Beverages - Enter the monthly sales totals for all food and non-alcoholic beverages.

Column 3:

Mixed Beverages - Enter the monthly sales totals for all mixed drinks.

Column 4:

Wine & Beer - Enter the monthly sales totals for wine and beer.

Column 5:

Miscellaneous - All income not reported in columns 2, 3, and 4 is to be reported as miscellaneous income.

EXAMPLE: Income from the sales of tobacco, candy, hats, T-shirts, vending machines, cover charges, etc. are all considered miscellaneous income.

Column 6:

Monthly Totals - Calculate the monthly totals for each row.

Line 7:

Total Sales - Calculate the total sales for each column.

Block 8:

Gross Sales - Report your gross sales in this block. This figure must equal the sum of the four columns to the left.

Reporting Purchases

Line 9:

Total Purchases - Enter the total annual purchases for each category.

Block 10:

GRAND TOTAL - This figure must equal the sum of the 4 categories.

Instructions for completing Inventory Reports (Form INVR)

Separate inventory forms must be completed for distilled spirits, wine and beer.

Please type or print. Use black ink only.

Distilled spirits,
wine & beers

Check only one block on each page.

EXAMPLE: If the SPIRITS block is checked, all brand names on this page must be distilled spirits.

Trade name:

Enter the trade name for your establishment.

License number:

Enter the “Z” or “X” number from your license.

Brand description:

List the brands of alcoholic beverages currently in your inventory (VaABC code numbers may be used for distilled spirits). An arrow (↓) can be used to avoid repeating entries down the column.

Size:

Enter the container size of the brand being inventoried.

EXAMPLE: include “12 oz”, “750ml”, “58.7L” (or “1/2 keg”). Do not use “case”, count the containers in the case. Enter only 1 size on each line. An Arrow (↓) can be used to avoid repeating entries down the column.

Quantity:

Enter the number of each item. Open containers must be reported. A separate space in the quantity column is provided to report the contents in decimal form (i.e., .3, .5, .7).

EXAMPLE: For ease of reporting, each opened container may be reported as being half full (without regard to actual contents) by entering “.5”. (Three full bottles plus and open bottle would be reported as a quantity of “3.5”).

Computerized
Inventories

Computerized inventories may be submitted provided that it contains at least the brand description, size, quantity and license number.

Check only one - use separate Inventory forms for distilled spirits, wine and beer.
Inventory of ☐ Distilled Spirits ☐ Wine ☐ Beer

Brand Description	Size	Quantity	Brand Description	Size	Quantity

INVR	Inventory Report	Trade name	License Number
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INVR	Inventory Report	Trade name	License Number
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INVR	Inventory Report	Trade name	License Number
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INVR	Inventory Report	Trade name	License Number
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Check only one - use separate Inventory forms for distilled spirits, wine and beer.
Inventory of ☐ Distilled Spirits ☐ Wine ☐ Beer

Inventory of ☐ Distilled Spirits ☐ Wine ☐ Beer

[illegible]

805-44 _____
 Taken by _____
 Date _____

805-44 _____
Taken by _____
Date _____

805-44 _____
Taken by _____
Date _____

Check only one - use separate Inventory forms for distilled spirits, wine and beer.
Inventory of ☐ Distilled Spirits ☐ Wine ☐ Beer

Brand Description	Size	Quantity	Brand Description	Size	Quantity

Inventory Report

Trade name.

License Number.

Check only one - use separate Inventory forms for distilled spirits, wine and beer.
Inventory of ☐ Distilled Spirits ☐ Wine ☐ Beer

[illegible]

805-44

Taken by _____
Date _____